



National Defence Défense nationale
National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Our file:

Your file:

Dear

This is further to your request submitted under the *Access to Information Act* (the “Act”) for:

DND CMP Seeking amplifying or supporting policy to CF Mil Pers Instruction 02/08 - Branch Advisors - Roles and Responsibilities Person of Interest to request from: Branch Advisor - Communications and Electronics (C&E) (as per CF Mil Pers Instruction 02/08) Requesting the following documents: 1. CAF Job Descriptions and the details of all of the positional duties, authorities and responsibilities for each of the following positions within the C&E Branch: a. Branch Leader; b. Colonel Commandant c. Branch Adjutant; e. Branch Chief; f. RCCS Corps Chief; g. ATIS Tech STA; h. Home Station RSM; i. Army Signal Reserve Rep. From 01-Apr-2021 to 27-Aug-2024.

Enclosed please find an electronic copy of the processed information that could be located using the Department’s best efforts, within the constraints of the Act. You will note that certain information has been withheld from disclosure pursuant to section 19 of the *Act*.

Please be advised that you are entitled to file a complaint with the Office of the Information Commissioner concerning the processing of your request within sixty days of the receipt of this notice. In the event you decide to avail yourself of this right, your notice of complaint should be addressed to:

Office of the Information Commissioner
30 Victoria Street
Gatineau, Québec K1A 1H3
Tel: 1-800-267-0441
Fax: 819-994-1768

Canada

- 2 -

Should you require clarification or assistance regarding your request, please contact
of my staff by e-mail at

Yours truly,

MOORE,
CHRISTINE 562

Digitally signed by
MOORE, CHRISTINE 562
Date: 2024.10.29
12:31:19 -04'00'

D. Anne Bank
Executive Director
Access to Information and Privacy

Enclosure: Release Package

Cc: Office of the Information Commissioner (OIC)

Branch Advisor – the sole position within the branch that has lawful authority under CF MIL PERS INSTRUCTION 02/08 Branch Advisors. The remainder of positions although they may be lawfully appointed by the Branch Advisor they may only be appointed as Co-Advisors or Assistants to the appointed Branch Advisor.

Branch Advisor

Commander
Military Personnel Command



Commandant du
Commandement du personnel militaire

National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

Quartier général de
la Défense nationale
Ottawa (Ontario)
K1A 0K2

5025-1 (DMPPPC 4)

April 24

Distribution List

**BRANCH ADVISOR
APPOINTMENT –
COMMUNICATIONS AND
ELECTRONICS BRANCH**

Reference: CF Mil Pers Instr 02/08 –
Branch Advisors – Roles and
Responsibilities

1. I am very pleased to inform you that I approved your appointment as the Canadian Armed Forces (CAF) Branch Advisor for the Communications and Electronics Branch. You are so appointed until you are promoted or until a change of advisor is required.

2. As the CAF Communications and Electronics Branch Advisor, you will be accountable to me for providing advice on personnel matters affecting your Branch. In addition, personnel from your Branch will look to you to keep them abreast of evolving professional changes throughout the CAF – a challenging task in today's environment. The roles and responsibilities for this appointment are described in the CF Mil Pers Instr 02/08.

1/2



National Défense
Defence nationale

5025-1 (DPEPPM 4)

29 avril 24

Liste de distribution

**NOMINATION CONSEILLER
DE BRANCHE – BRANCHE
DES COMMUNICATIONS
ET DE L'ÉLECTRONIQUE**

Référence : Instr Pers Mil des FC 02/08
Conseillers de branche - Rôles et
responsabilités

1. Je suis ravie de vous informer que j'ai approuvé votre nomination au poste de conseiller de la branche des communications et de l'électroniques des forces armées canadiennes (FAC). Cette nomination prendra fin lorsque vous serez promu ou lorsqu'un changement de conseiller sera nécessaire.

2. En qualité de conseiller de la branche des communications et de l'électronique des FAC, vous serez responsable de la prestation de conseils concernant les questions de personnel liées à votre branche. De plus, le personnel de votre branche se tournera vers vous pour se tenir au fait des changements professionnels apportés à l'ensemble des FAC (nul doute que cette tâche s'avérera un défi, par les temps qui courent). Vous trouverez dans les Instr Pers Mil des FC 02/08 la liste des rôles et responsabilités des conseillers de branche.

Canada

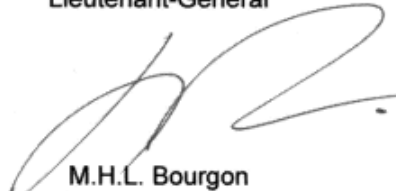
3. The advice and input that you will provide to myself and my staff on behalf of your colleagues must first and foremost be in the best interest of the CAF. The necessary work required to accomplish this fine balance often goes on behind the scenes and adds to the heavy demands of your current employment.

4. This appointment is effective 5 Feb 2024.

3. Les conseils et la contribution que vous fournirez à moi-même et à mon personnel au nom de vos collègues doivent avant tout servir le meilleur intérêt des FAC. Les efforts requis pour atteindre ce juste équilibre seront souvent déployés en coulisse et s'ajoutent aux exigences importantes de votre emploi actuel.

4. Cette nomination entre en vigueur le 5 fév 2024.

Lieutenant-General



M.H.L. Bourgon
La lieutenant-générale

Distribution List

Action

LCol Steeve Lavoie
C&E Branch Advisor

Information

DComd MILPERSCOM
ADM (PA)
DSA
DMPPPC 4

Liste de distribution

Action

Lcol Steeve Lavoie
Conseiller de la Branche C&E

Information

CmdtA COMPERSMIL
SMA (AP)
DNS
DPEPPM 4

Branch Chief

Paquin Maj CC@CIOG DGIMO@Ottawa-Hull

From: Arndt CWO WA@CIOG@Ottawa-Hull
Sent: 03 September 2024 11:06
To: Lavoie Col JGS@CIOG DGIMO@Ottawa-Hull
Subject: RE: Job Description

Sir,

Copy/paste out of MM below (Note: I removed some carriage returns):

The Branch Chief is the senior-ranking C&E Branch non-commissioned appointment. The Branch Leader selects the Branch Chief from nominees across the breadth of the C&E NCM occupations. By custom, the Branch Chief has broad access to members of the C&E Family. The Branch Chief Warrant Officer advises the Branch Leader and Branch Advisor on all matters affecting C&E Branch non-commissioned personnel. The Branch Chief Warrant Officer is responsible for the following:

- a. advise on matters of C&E Branch dress, discipline, deportment, and ceremony;
- b. advise on matters affecting the conditions of service, professional development, training, employment, unity, esprit de corps, and morale of C&E Branch non-commissioned members;
- c. plan and organize promotion, change of appointment, and H&A ceremonies;
- d. advise on the development and selection of C&E personnel for senior Branch non-commissioned member appointments;
- e. represent the C&E Branch and maintain liaison / communication with other CWOs in CAF senior appointments or key positions;
- f. maintain liaison, communication, and coordination with C&E CWOs and MWOs in the CA, RCAF, and IM Group, providing advice and support to the respective occupational authorities / advisers;
- g. lead and coordinate the C&E Branch NCM Advisory Council, sharing information, seeking consultation, consolidating feedback, and developing recommendations on all matters affecting C&E non-commissioned members; and
- h. as required, accompany the Branch Leader, Colonel Commandant, and / or Branch Advisor on visits and events.

CWO (Mr Gnr) / Adjuc (mtre can) Alex Arndt, CD

DSG CWO

Department of National Defence / Canadian Armed Forces

DWAN: william.arndt@forces.gc.ca / D365: william.arndt@ecf.forces.gc.ca

Tel: 613-901-5935 / CSN: 225-5935 / Cell: 613-614-4518

NDHQ Carling, Building 5, 3rd floor, 5W.3.C.03.02

Adjuc du GSN

Ministère de la défense nationale / Forces armées canadiennes

RED: william.arndt@forces.gc.ca / D365: william.arndt@ecf.forces.gc.ca

Tél: 613-901-5935 / CSN: 225-5935 Cel.: 613-614-4518

QGDN Carling, Bâtiment 5, 3eme étage, 5O.3.C.03.02

From: Lavoie Col JGS@CIOG DGIMO@Ottawa-Hull <Steeve.Lavoie@forces.gc.ca>
Sent: Tuesday, September 3, 2024 10:39 AM
To: Arndt CWO WA@CIOG@Ottawa-Hull <WILLIAM.ARNDT@forces.gc.ca>
Subject: Job Description

Good Morning CWO Arndt,

1. Could you send me the JD you has as the Branch Chief please. I thought you had sent it to me electronically, but it might have been on hard paper. It should be in the history of your position if you select JD in Monito Mass under the PaCE Icon.

Thank you / Merci,

Steeve
(Il/He lui/him)

Col JGS Lavoie, CD
Chief of Staff Canadian Armed Forces Transition Group (CAF TG)
Canadian Armed Forces Government of Canada

Chef d'état major Groupe de transition des forces armées canadiennes (GT FAC)
Forces armées canadiennes Gouvernement du Canada
steeve.lavoie@forces.gc.ca Tel. 613-971-0224 Cell: 343-553-0358

Positive Space Ambassador | Ambassadeur de l'Espace positif

There may not be proper Job Descriptions available in PACE/MM/DPGR for the following positions where the descriptions of their duties are only available in the C&E Branch Standing orders. Reference the original ATIA for the organizations from whom the records were requested.

These C&E Branch Standing Orders were published under the Release Authority of the Branch Leader who as the Branch Leader may be in a position subordinate and equal to the Branch Advisor if appointed as a Co-Advisor. The Branch Advisor is the sole position specifically appointed by the CMP/LGen (as seen above) which infers that the Branch Advisor is the sole member who is overall responsible for all interactions between appointed Co-Advisors, Assistants and the CMP/CAF/greater community. Thus the Branch Leader may be subordinate to the primarily appointed, although they may be equal as a Co-Advisor (if appointed).

Branch Leader

BRANCH LEADER

2-30. The Branch Leader is typically the highest-ranking Regular Force C&E Branch officer. The current practice is to designate the Chief of Staff for the Assistant Deputy Minister for Information Management (CoS for ADM(IM)). The Branch Leader is attuned to what is happening at the highest levels of the Department, and is responsible for promoting the Branch and for determining the impact of major policy decisions on military C&E and cyber. The responsibilities of Branch Leader include but are not limited to:

- a. providing advice as required to the Chief of Defence Staff (CDS) and the chain-of-command on military C&E and cyber;
 - b. attending the CDS Command Council and providing C&E and cyber advice to its membership as required;
 - c. maintaining situational awareness of military C&E and cyber issues emerging from Force Employment and Force Generation;
 - d. contributing to the capture of military C&E and cyber related lessons observed and supporting the CDS and the chain-of-command to turn them into lessons learned;
 - e. supporting the Chief of Force Development and the principal force generators with the development of C&E and cyber related capabilities as key enablers to the current and future force employment concepts;
 - f. being the steward of the C&E profession and, as such, chair the C&E Senate who oversees Branch issues accordingly with the help of the C&E Branch Advisor; and
 - g. coordinating military C&E human resource management functions with the C&E Branch Advisor, the C&E Branch Chief, and the Occupational Authority representatives, (i.e. the Director RCCS, Strategic A6, and Commander CFIOG).
-

Director of Signals

DIRECTOR SIGNALS

2-39. Director RCCS (or Director Signals) is appointed by the Commander of the Canadian Army. As the RCCS Occupational Advisor (OA), Director Signals advises on the state of the RCCS occupational structure, succession planning, and training. The Colonel appointed Army G6 (also Director Land Command Information – or DLCI) is typically appointed D Sigs, thereby centralizing staff responsibility for most aspects of RCCS occupational management, force development, and force generation. As a member of the Branch Advisory Council (BAC), D Sigs works closely with the Branch Leader and Branch Advisor to harmonize RCCS and Branch objectives.



Strategic A6

STRATEGIC A6

2-40. The RCAF C&E Occupational Advisor is appointed by the Commander of the RCAF. As the RCAF C&E Occupational Advisor (OA) to the Air Force Commander, the Strat A6 advises on the state of the Air C&E occupational structure, succession planning, and training. The Colonel appointed Strategic A6 (also Director Air Domain Development – or DADD) is usually appointed as RCAF C&E Occupation Advisor, usefully centralizing staff responsibility for many aspects of air communications occupational management, force development, and force generation. As a member of the Branch Advisory Council (BAC), the Strategic A6 works closely with the Branch Leader and Branch Advisor to harmonize RCAF and broader Branch objectives.



Home Station RSM

3-36. The CFSCE School Chief Warrant Officer (SCWO) is also the **Home Station RSM** and is responsible to the Commandant for all matters within the School dealing with ceremonial activities along with the discipline, dress, and deportment of all NCMs as it pertains to C&E Branch issues.

Branch Advisory Council

BRANCH ADVISORY COUNCIL (BAC)

2-44. The C&E Branch Advisory Council (BAC) provides advice to the Branch Leader and Branch Advisor, formulates and approves C&E Branch policy, monitors performance and conditions of service, and promotes the welfare, professionalism, and esprit de corps of the C&E Family. The C&E BAC also provides an informal forum for the coordination of advice on pan-CAF C&E issues, including policy, force development, force structure, equipment, operations, leadership succession, and the aforementioned personnel management and leadership functions. It should be noted that the C&E BAC has no authority to direct or implement its advice in these matters except through the authorities delegated to its members by their respective chains-of-command. As a result, the C&E BAC works with and through its membership, assisting and enabling environmental and functional representatives to achieve the best possible, pan-CAF solutions to the problems of exploiting the war-winning characteristics of the information domain and denying our adversaries the ability to do the same.

19(1)

Job Description

Identification

SN	Surname			Initial(s)	Rank
Component / Sub-Component		MOSID	UIC	Unit	
Regular Force					
Job name			Job code	Period start date (yyyy-mm-dd)	
Communications and Electronics Branch Adjutant					
<p>Description of duties</p> <p>1. APPOINTMENT OVERVIEW: The Branch Adjutant is the principal staff officer for the Branch Leader, the Colonel Commandant, and the Branch Advisor on all military C&E Branch related matters. The appointment is responsible for maintaining mass communications and serves as the 'corporate memory' for all Branch members both serving and retired. Key activities include the planning and coordination of major events such as C&E Week; maintenance of Branch H&R; safeguarding of history, heritage, and protocol; mass information releases; and serving as an advisor on ceremonial proceedings (such as mess dinners, funeral processions, and promotion / appointment parades, etc.). Apart from the general duties listed above, the Adjt works closely with the office of the Branch Chief on ceremonial matters, acts as the EA to the Colonel Commandant, and serves as the secretariat to the BAC and the Senate. The Adjt is appointed as the Aide-de-Camp to the Colonel Commandant.</p> <p>2. The C&E Branch is supported by an active, engaged, and motivated Adjt. The incumbent shall display tact, discretion, professional bearing, and diplomacy. The appointment requires maturity and the ability to work independently with limited oversight as well as the following:</p> <ul style="list-style-type: none"> a. effectively balance organizational needs with personal requirements; b. highly productive, excellent quality of work, and trustworthy; c. embody the CAF's ethical values and encourages them in others; and d. serves as an example to others in terms of professional decorum and bearing. <p>3. LEADERSHIP & PERSONNEL MANGEMENT: (Supervising, Leadership, Ethics & Values, Team Building, Evaluate & Develop Subordinates, Leading Change, Working with Others)</p> <ul style="list-style-type: none"> a. Understand and develop your subordinates, advise superiors, and promote teamwork; b. coach pers by leveraging the PaCE cycle and promote wellbeing; c. identify and promote opportunities for positive change. Promote Branch goals by inspiring others and acting as a role mode; d. develop subordinates' knowledge in history, protocol, custom, and heritage; e. work closely with the staffs of RCCS, Strat A6, Comd CFIOG, and other force employers of C&E personnel on mutual goals; and f. advance Branch goals and endeavours; garner member interest and support. <p>1. JUDGEMENT & KNOWLEDGE: (Problem Solving, Decision Making, Effectiveness, Initiative, Professional Development, Applying Job Knowledge & Skills)</p> <ul style="list-style-type: none"> a. foster an atmosphere of professional growth and personal advancement; b. carefully evaluate courses of action; elect optimal methodology; c. assume justifiable risks. React properly when faced with adverse circumstances and challenges; d. produce successful outcomes as a result of independent actions; e. teach and mentor subordinates as they prepare for career courses; and f. develop knowledge of history, protocol, and ceremony. <p>2. COMMUNICATION & PRESENTATION SKILLS: (Verbal and Written Communications)</p> <ul style="list-style-type: none"> a. persuasive and engaged; speak confidently in public and serve as an educator; b. review the staff work of others and always makes suggestions to improve final product; c. RoDs are accurate and produced in a timely manner; d. produce documentation as Branch Secretariat; and e. draft highly professional messages and CMCEN articles. <p>3. ADMINISTRATION & ORGANIZATIONAL SKILLS: (Resource Management, Accountability, Reliability, Administration, Dedication)</p> <ul style="list-style-type: none"> a. apply administrative and logistical knowledge and skills; b. ceremonial, planning, and staff officer skills contribute to the advancement of Branch affairs; c. maintains SA of annual calendar of events by raising key deadlines to Branch; d. financially knowledgeable and responsible; keeps detailed budget of incomes and expenses; e. manage and oversee CMCEN, Mercury Drive, and Branch SP; and 					

Description of duties

f. serve as lead staff officer and event coordinator for C&E Week.

DND and the CMP were unable to provide a CAF Job Description for the following positions:

1. RCCS Corps Chief – Job Description does not exist according to this ATIA request;
2. ATIS Tech STA – Job Description does not exist according to this ATIA request; and
3. Army Signal Reserve Rep- Job Description does not exist according to this ATIA request.

CF MIL PERS INSTRUCTION 02/08 Branch Advisors – Roles and Responsibilities issued 2008-03-05 (extracts)

3.4 Branch Advisors “Branch Advisors” constitute the third advisory tier as illustrated at Annex A, and form the primary focus of this instruction.

4.2 Branch Advisors - Appointment and Reporting

Branch Advisors are appointed by CMP on the advice of the appropriate Force Generation authority, in consultation with appropriate Branch Councils.

Branch Advisors provide advice to CMP as required and will normally be required to provide at least an annual Branch update in the form of a written review of the past fiscal year, identifying Branch issues that were resolved, those that remain outstanding and future issues and trends of interest.

4.3 Authority to Appoint Assistants

Branch Advisors of large branches may appoint co-advisors and other assistants as required.

4.5 Rank

A Branch Advisor will be an officer of the rank of Col/Capt (N) or LCol/Cdr in the case of small branches not having a senior representative.

4.6 Chain of Command

Regardless of the Branch to which an individual member is assigned, personnel matters within a Command or Group are the direct responsibility of the Commander or Group Principal, who may seek advice/counsel from the Mil Pers FA or refer the matter to an appropriate CMP staff Office of Primary Interest (OPI).

Note: The advice of the Branch Advisor may be sought on such matters.

It is important to note within this instruction section 4.6 where any CAF members personnel matters are still the direct responsibility of the Commander or Group Principal (not the Branch) although they may seek advice from the Branch Advisor.

4.7 Branch Advisor Access to Personnel Staff

Branch Advisors may access CMP or Military Personnel Command staff at the appropriate level as indicated below:

Subject	OPI
Military Employment Structure (MES) Management	DGMP/DPGR (the Division OPI is DPGR).
Annual Military Occupation Review (AMOR)	DGMP/DPGR.
Coordination of Branch succession planning.	DGRMC (with necessary consultation with ECS, other stakeholders).
Personnel Selection Requirements	DGMP/DPGP.
Career Management	DGRMC.
Individual Training and Education	DGMP/CDA for all IT&E policy and planning issues and TAs/DTAs for the delivery of IT&E qualifications.

4.8 Branch Advisor Responsibilities General

In the overall Personnel System the Branch Advisor will...

- **Coordinate required activities** in liaison/communication with the appropriate Career Field & Occupation Advisor appointed by the Career Field & Occupation Authority as per Annex A, e.g., Dental and Medical Branch Advisors will coordinate with Health Services Career Field & Occupation Advisor.
- **Assist with AMORs** by providing advice during AMOR meetings.
- **Attraction and Applicant Processing** - Branch Advisors may be asked to provide advice on attraction and promotional materials.
- **Advise on Personnel Selection issues** by providing advice

concerning professional and/or certification requirements needed to meet CF and occupation selection.

- **Assist Career Management** by providing advice and contextual background information to Selection Boards and, on request, annual posting plots.
- **Assist IT&E Training Authorities** by validating and or advising on CF equivalency and accreditation programs by providing advice on the suitability and/or acceptability of specific IT&E events and their alignment with established certification and/or professional requirements.
- **Participate in Support Branch Advisor Council¹ (where applicable)** - Support Branch Advisors will participate in the Support Branch Advisor Council chaired by Assistant CMP, to provide a pan-CF approach to common issues; a forum to raise issues; provide collective advice to CMP, other Level 1 Advisors and Operational Commanders; and to receive guidance and direction.
- **Report to CMP** as required/at least an annual Branch update/ written review of the past fiscal year, identifying Branch issues and/or trends resolved, outstanding and likely in the future.

4.9 Branch Advisor Responsibilities Internal

Within each Branch, the Branch Advisor will...

- be familiar with personnel requirements/competencies required for the Career Fields/Occupations within the Branch;
- coordinate the activities and consolidate the advice of co-advisors and assistants;
- disseminate relevant information to members of the Branch;
- serve as the focal point for issues of ethos, esprit de corps and overall professional identity;
- prepare or assist in the preparation of Problem Definition Papers, e.g., for MES job/functional analyses and/or other Branch Issues; and
- advise on personnel matters, as requested by CMP.

5.0 Support Branches

5.1 Support Branches

Branch Advisors of the Sea, Land and Air Ops Branches have traditionally had clear access to their appropriate Environmental Chiefs of Staff (ECS)/Force Generators in the conduct of their activities. Support Branch Advisors, designated below, have had no similar chain of command to address branch or occupation concerns. To resolve this deficiency, a Support Branch Council, chaired by Assistant CMP, was established in December 2006 to provide an appropriate framework for addressing Support Branch issues and concerns. As a result, in addition to the above responsibilities, Support Branch Advisors will participate in the Support Branch Advisor Council. This Council provides a pan-CF approach to addressing and resolving common issues and serves as a formal mechanism where Support Branch Advisors can raise issues for consideration, provide collective advice to CMP, other Level 1 Advisors and Operational Commanders and receive guidance and direction.

The following Personnel Branches are designated as Support Branches:

- Cadet Instructors Cadre
- Chaplain
- Communications and Electronics
- Dental
- Intelligence
- Legal
- Logistics
- Medical
- Military Engineering
- Military Police
- Musician
- Personnel Selection
- Public Affairs
- Training Development

6.0 References

6.1 Source References

DAOD 1000-0 Corporate Administrative Direction

DAOD 5031-2 IT&E Management Framework

CFAO 2-10 Personnel Branches Within the Canadian Forces.

CFAO 62-4 Canadian Forces Badges.

A-PD-O55 –001/AG-001 Manual of Military Employment Structure, Volume 1, General.

A-PM-005-002/FP-001 – CF Personnel System Procedures, Nov 84.

CMP Instruction 13/06 Annual Military Occupation Review (AMOR), Aug 06.

CMP Instruction 02/07 “Authority and Management - Military Employment Structure (MES)”, 20 Sep 07.

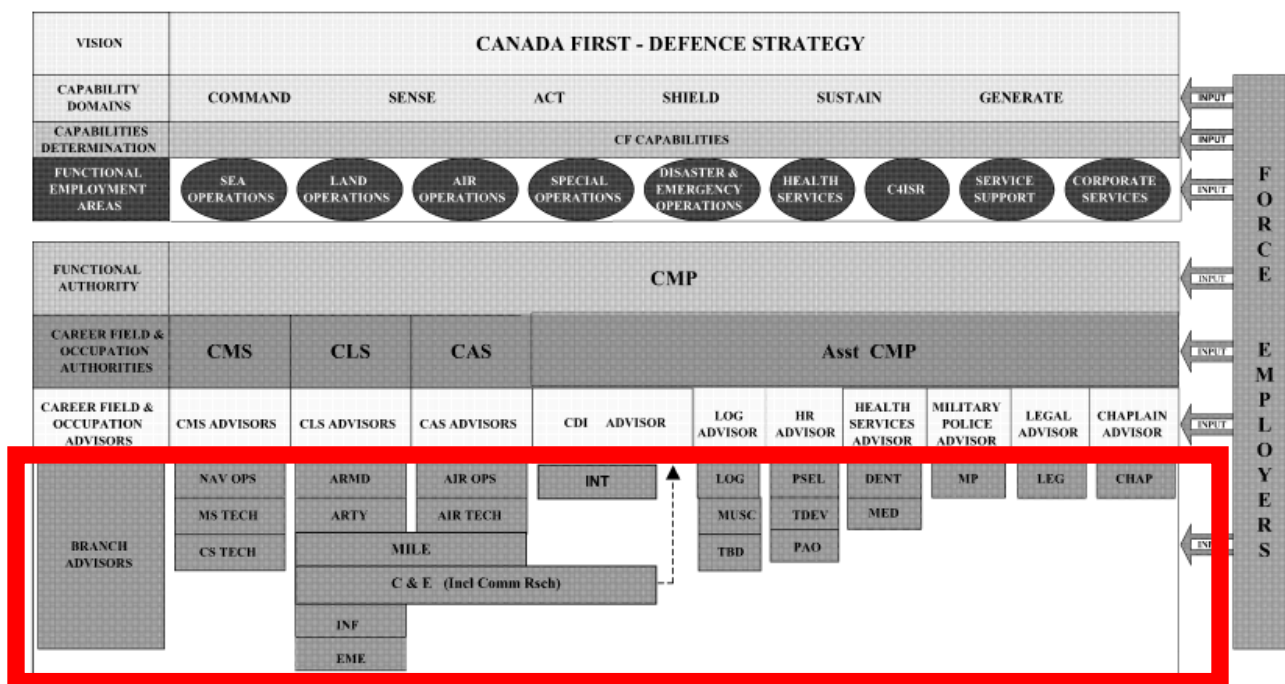
6.2 Related References

Military Occupational Structure Analysis, Redesign and Tailoring Project, Closeout Report, 30 Mar 07.

ADM (HR-Mil) Direction to the MOSART Project, 10 Jan 05.

Annex A
To CF Mil Pers Instr 02/08 - Branch Advisors - CF Roles and Responsibilities

MES AUTHORITY & MANAGEMENT FRAMEWORK



Annex B

To CF Mil Pers Instr 02/08 - Branch Advisors - CF Roles and Responsibilities

SUMMARY OF ROLES AND RESPONSIBILITIES OF DELEGATED PERSONNEL SYSTEM ADVISORS (REFER ALSO TO ANNEX A)

Career Field & Occupation Authorities. Career Field & Occupation Authorities are the Force Generators (designated by Armed Forces Council as Chief of the Maritime Staff, Chief of the Land Staff, Chief of the Air Staff and Assistant Chief Military Personnel (Asst CMP)) of occupations or families of occupations, who serve as the delegated authorities for informing Chief Military Personnel (CMP) staff of evolving Capability Requirements, and/or Role/Mission/Doctrinal/Equipment and Total Force issues in the five to thirty year timeframe² that will impact the Military Employment Structure; and informing the Training Authority or Designated Training Authority of the related Individual Training and Education quality and quantity requirements together with the projected production and throughput requirements.

Career Field & Occupation Advisors. Career Field & Occupation Advisors are the Career Field & Occupation Authority delegated points of contact for occupations or families of occupations, who possess a current and broad knowledge of the work being performed in the Career Field and/or Occupation and will provide advice/inputs to Military Personnel Group (Mil Pers GP) staff, covering the present, one to five year, and near future, five to ten year, timeframes³.

Force Employers. In the Personnel System context, Force Employers are major contributors to the sustainability and effectiveness of the MES. They will identify, and provide advice at all levels (Strategic through Tactical), with regard to qualitative personnel requirement gaps. Since Force Employers may employ military personnel from more than one functional employment area, their input and advice may be sought across one or more Functional Employment Areas (FEAs).

Branch Advisors. These are already-designated Points of Contact (POCs) who have represented the major functional groupings, i.e., CF Branches since soon after Unification. These individuals, appointed by CMP on the advice of the Career Field & Occupation Authorities, will provide Personnel System, within-Branch, and MES inputs as outlined in Section 4 of this Instruction.

Training Authorities (TAs). The Functional Authority (FA) delegates IT&E management to the TAs. A TA performs the IT&E management for qualifications resulting from assigned CF common, environmental, CFd/occupation/sub-occupation and/or specialty specifications. The TAs are Chief of the Maritime Staff (CMS), Chief of the Land Staff (CLS), Chief of the Air Staff (CAS)), and the Commander Canadian Defence Academy (CDA). Each of the three environmental TAs manages IT&E for their environmental area. Comd CDA manages IT&E for all pan-CF IT&E.

Annex B

To CF Mil Pers Instr 02/08 - Branch Advisors - CF Roles and Responsibilities

Designated Training authorities (DTAs). A DTA is an authority, other than a TA, that due to functional, environmental and/or special accountabilities has been designated responsibility for the management of IT&E for specific CFd/occupation/sub-occupation and/or specialty specifications. DTAs perform the same IT&E management responsibilities as TAs. The FA may designate additional DTAs as necessary, or may decide to move the authority for specific IT&E from a DTA to a TA. Current DTAs are:

- Director General Health Services (DGHS);
- Canadian Forces Provost Marshal (CFPM);
- Chief of Defence Intelligence (CDI); and
- Canadian Special Operations Forces Command (CANSOFCOM).